

23 MAR 1982

Smith, Hinchman & Grylls Associates, Inc.  
455 West Fort Street  
Detroit, Michigan 48226

Gentlemen:

The next phase of the selection process for architectural and engineering services to implement Phase I of the Agency's Headquarters Master Plan will include a personal interview between representatives of your firm and members of the Agency's Evaluation Board. To assist you and the Government in preparing for this interview, the following material is enclosed for your information and action:

1. Master Development Plan and Master Utility Systems Plan
2. Environmental Assessment and Master Development Plan
3. Statement of Work
4. Architect-Engineer Questionnaire
5. Security Form #1874
6. Evaluation Criteria

It is important that your response to the Architect-Engineer Questionnaire follows the sequence shown, although an executive summary may also be prepared if you so desire. Response to this questionnaire and submission of biographic data on Security Form #1874 for all key personnel must be received by the Agency no later than 5:00 p.m. EST, 9 April 1982.

Copies of the Master Plan and the Environmental Assessment (items 1 and 2) must be returned to the Agency upon completion of the interview.

OL 2 1302

Smith, Hinchman & Grylls Associates, Inc.

Delivery of all material shall be made to:

Building Planning Staff  
Room 4E50  
C.I.A. Headquarters  
Washington, D.C. 20505

For information on hand delivery, call:



Sincerely,



Contracting Officer  
Office of Logistics

Enclosures:  
As Stated

Distribution:

- Orig - Adse w/enclosures
- 1 - OL/BPS (Official) w/o enclosures
- 1 - Ea EB Member w/o enclosures
- 1 - L&PLD/OGC w/o enclosures
- 1 - EB Secretary w/o enclosures
- 2 - C/P&SCB/OL w/o enclosures
- 1 - OL Reader w/o enclosures

OL/BPS



(22 Mar82)